



POLICY & PROCEDURE DOCUMENT

NUMBER: 0.1012

DIVISION: General University

TITLE: Developing and Maintaining International Exchange and Cooperative Agreements

DATE: August 16, 2010

REVISED: August 29, 2011; September 22, 2014

Authorized by: Gary A. Ransdell, President

I. Purpose and Scope

As part of its overall educational, research, and service missions, Western Kentucky University develops ongoing partnerships with international universities and other institutions outside the United States. These partnerships, formalized through agreements, promote student, faculty, and staff exchanges as well as international research, service, and economic development opportunities. As WKU has actively pursued the goal of becoming "A Leading American University with International Reach," the number and complexity of such agreements have increased. The following policy is meant to ensure that the University's international agreements are developed and reviewed in a systematic way promoting carefully considered, high quality, and mutually beneficial partnerships.

II. Policy

- A. WKU employees who wish to develop international agreements between the University and institutions or organizations outside of the United States must consult with the Chief International Officer-Global Learning (or his/her designee) before such agreements are negotiated and should observe the principles and practices of international agreements as reflected in guidelines available on the Office of International Programs (OIP) and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) websites.
- B. International agreements that commit WKU resources must be authorized by the President or by the Provost and Vice President for Academic Affairs.
- C. A copy of all WKU international agreements must be filed with the Office of International Programs. That office will maintain an accessible registry of the agreements that will be

reviewed regularly by OIP, the International Education Advisory Council (IEAC), and the relevant academic units.

- D. Agreements with organizations that provide credit-bearing education abroad experiences for WKU students are under the purview of the Office of Study Abroad & Global Learning (SAGL). The approval and review processes for these agreements are led by the SAGL Director. Approval of these agreements is based upon recommendation by SAGL Director to the Chief International Officer-Global Learning. As per Policy 1.4120, the SAGL Director will also seek the approval of the Associate Vice President for Planning & Program Development (or his/her designee) where appropriate. The agreements will also undergo regular review by the SAGL Director.

III. Procedure

- A. The Originating Department/College proposing a new partnership with a foreign university or organization will complete the International Partnership Proposal Form (available on the OIP website) and submit it to the Office of International Programs and append any additional information about the proposed partner, as appropriate.
- B. Lead faculty and administrators from the Originating Department/College will meet with the Chief International Officer-Global Learning (or his/her designee) for preliminary review of the proposed partnership. If there is a consensus to move forward, OIP staff and the lead faculty will jointly prepare an appropriate document that will undergo a review process to be determined by OIP staff.
- C. If approved by the necessary parties (including University Legal Affairs and WKU SACSCOC Liaison, if applicable), the draft document will be forwarded to the partner university/organization for its review and approval. Any requested changes will be jointly negotiated by OIP, the Originating Department/College, and the foreign partner.
- D. The final document will be signed first by the partner university/organization and then routed for final approval and signature by the appropriate WKU officials.

IV. Related Policies

1.4120: Academic Articulation Agreements

1.4011: Substantive Change

V. Reason for Revision

August 29, 2011: Inclusion of Appendices B & C; expansion of Section III (Procedure).

September 22, 2014:

- Addition of SACSCOC guidelines as required reference point for faculty developing international agreements.

- Addition of language to capture study abroad provider partnerships (contractual) in the policy and, in turn, all approval and evaluative stages.
- Alteration of titles to reflect new OIP leadership.
- Change of evaluation of agreements from “yearly” to “regularly” to accommodate variations in agreements (e.g., different start/end dates, different duration, etc.).
- Addition of relevant academic units to entities conducting regular review.
- Addition of SACSCOC Liaison as potential reviewer of agreements in approval process.
- Change of title of Proposal Development Worksheet to International Partnership Proposal Form.
- Elimination of all appendices—Proposal Development Worksheet, MOU and other templates available on OIP website.

Appendices